



State of Arizona  
Department of Education

**Tom Horne**  
Superintendent of  
Public Instruction

FD 01-09

**MEMORANDUM**

**TO:** DOD Program Participants – SY09  
**FROM:** Tina Herzog, Food Distribution Program Director  
Arizona Department of Education, Food Distribution Program  
**DATE:** July 30, 2008  
**SUBJECT:** SY09 Department of Defense – Fresh Fruits and Vegetables Program

*Original Signed*

Welcome back to another year as a participant in the Department of Defense (DOD) Fresh Fruits and Vegetables Program. Last year was an interesting year for DOD with some different challenges, including the closure of some regional DOD offices and changes to the ordering system. School year 2008-2009 will also have its challenges, but we are hoping for an improvement over last year.

**New for SY09:**

- Administrative Fees on DOD Produce
- Prime Vendor Contract – Stern Produce
- New Ordering System – FFAVORS
- New Contacts

*Administrative Fees on DOD Produce –*

Beginning SY09, ADE will be assessing an **administrative fee on all cases of DOD Produce** received by schools. This fee will be the same as all other administrative fees (**25¢ per case**) and is required per United States Department of Agriculture (USDA) regulation 250.15 Financial Management. Case amounts will be received from DOD and reconciled monthly, then invoices will be e-mailed monthly and will also be available on CNP2000. We apologize for any inconvenience this may cause but this fee must be collected equitably for all products received using USDA entitlement funds

*New Prime Vendor Contract for Arizona –*

DOD has awarded a contract for DOD Fresh Produce delivery. The contracted vendor is **Stern Produce** and the contract number with DOD is SPM30008DPDP048. This is the only approved vendor from which

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to order your DOD fresh fruits and vegetables for SY09. You can call Dennis Negrete with Stern Produce at these numbers – Office: (602) 268-6628 or Cell: (602) 703-2400.

*New Ordering System –*

This year everyone on the DOD Program will be receiving (or probably has already received) login information for the new DOD Ordering system, FFAVORS. You should contact Gail Labrosciano if you have not yet received your login information or if there is an issue with your account:

E-mail: [Gail.Labrosciano@dla.mil](mailto:Gail.Labrosciano@dla.mil) Phone: (215) 737-8760.

This new system replaces TAP-IT. A manual for the new ordering system is included with this memo and contains instructions on how to place orders and manage your account. The sites have been copied over from TAP-IT and should therefore be the same as prior years. If you have a question about FFAVORS, you may contact me or Michael Espinoza for assistance.

*Contact Information –*

Your point of contact (POC) for all liaison visits, outreach, quality issues, delivery issues, etc., will be:

Michael Espinoza - Cell phone number: (619) 666-1728  
Fax number: (619) 426-1339  
Email address: [Michael.Espinoza@dla.mil](mailto:Michael.Espinoza@dla.mil)

Arizona has been allocated slightly more than last year, due to some increase in funding from the Federal Government. As you may have already noticed, DOD allocations have been posted in CNP2000 in order to reduce your A entitlement by the your allocation amount. If you find you will not be able to spend all of your DOD dollars, **YOU MUST CONTACT ME NO LATER THAN DECEMBER 1, 2008.** In the event that schools turn in their unspent DOD dollars, please let me know by the same date if you would like your DOD increased.

This year you may be ordering immediately, as \$90,000 of our increased allocation for this year must be spent by the end of September, 2008. Therefore we ask that you try to spend at least 5% of your allocation for August and September deliveries in order to comply with this requirement. If we do not spend this amount by the end of September, we will lose it and I will have to reduce the overall DOD entitlement. If you have any questions please feel free to call me @ (602) 542-8781.

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